



UNITED STATES MARINE CORPS

ENGINEER COMPANY B (REIN)
6TH ENGINEER SUPPORT BATTALION
4TH FORCE SERVICE SUPPORT GROUP, FMF
ARMED FORCES RESERVE CENTER
1901 SOUTH KEMBLE AVENUE
SOUTH BEND, INDIANA 46613-1799

IN REPLY REFER TO:

5000

CO/I-I

17 Jan 04

COMPANY POLICY LETTER 04-04 w/chl

From: Commanding Officer/Inspector-Instructor
To: Distribution List

Subj: FROST CALL/EMERGENCY RECALL PROCEDURES

Ref: (a) MCO P3060R.17A
(b) MCO P1001R.1H
(c) ForO P3061.2
(d) Bn Ply Ltr 01-99

1. The frost call/recall procedures for Company B, 6th Engineer Support Battalion will be conducted in the following manner:

a. The Inspector-Instructor initiates recall with a phone call to the Commanding Officer of Engineer Company B.

b. The means for contacting the Marine will be conducted in the following order:

- (1) P - Phone
- (2) PA - Media (TV, Radio, Newspaper)
- (3) M - Mail
- (4) CV - Command Visit
- (5) A - Local Authorities

c. The Commanding Officer calls each Platoon Commander and the Company Executive Officer. During the initial call by the I-I to the company commander, phone cards numbers and Pin numbers will be issued for each platoon commander to conduct the recall.

d. Each Platoon Commander will be responsible to deliver the message to each Marine in his platoon. The Company Executive Officer will be responsible to deliver the message to each Marine in the Headquarters element. If there is not an executive officer, the company commander will contact the Headquarters staff.

e. At the 12/24/48 hour periods after the recall has been initiated, Platoon Commanders and Executive Officer will call the Company Commander to identify the number of successful contacts, and number and names of unsuccessful contacts. The Company Commander will in turn update the Inspector-Instructor.

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f. Successful contacts are defined as when the chain of command actually contacts the Marine. Contacting a relative, friend or other third party does not constitute a successful contact.

g. Platoon Commanders and the Company Executive Officer will use roster in enclosure (1) for recalls to cover time and date of successful contacts, unsuccessful contact attempts and remarks for the unsuccessful contacts. Copies of the rosters will be given to the I-I the next following drill after the recall. The I-I will file the rosters in the recall binder.

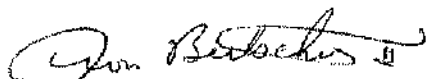
h. See below

2. When the frost call/recall is conducted for the quarterly requirement, the recall will be stopped at the 48 hour period. A roster will be made of those unsuccessfully contacted and resolved at the next drill.

3. In the event of an actual recall for emergency or mobilization purposes, after the 48 hour period, commencement of the utilization of media (i.e. radio, T.V., newspaper), local law enforcement agencies and personal visits will then take place.

4. Reserve personnel shall keep the administrative section informed of their current phone numbers and addresses, both at work and their residence.

5. Point of contact is Major Bertschy or Captain Green III at (574) 233-8616.



L. R. Bertschy
Commanding Officer



A. N. Green III
Inspector-Instructor

Copy:
Distribution B

h. Marines who were not successfully contacted will have a certified letter mailed to their last known address informing them of the lack of contact and their responsibility to keep their chain of command informed of their whereabouts.

FROST CALL RECALL ROSTER

DATE :

Section/Platoon

SNM Conducting Recall

Time Start:

Time Ended:

[illegible]

Total:

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# Contacted
# Not-Contacted

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P - Phone, M - Mail, PA - Media (TV, Radio, Newspaper), CV - Command Visit, A - Local Authority

of

Enclosure (1)